



## 2017-2018 High School Tuition Waiver – Articulation Agreement

The primary purpose of articulating courses with other institutions is to eliminate redundancy in coursework for students as they progress with their education. The success of this program will ultimately depend on the ability of both partners to sustain the articulation agreements over time. It is essential that faculty from both institutions be fully engaged in the articulation process.

Students participating in the High School Tuition Waiver – Articulation Agreement must successfully complete the articulated coursework at Hennepin Technical College (HTC) at a tuition rate that reflects the waiver applied on the basis of this agreement.

Students receive a tuition waiver at Hennepin Technical College upon successful completion of articulated courses that apply to their major. Students must receive a minimum grade of a B in articulated courses to receive a tuition waiver. The student's transcript will reflect the coursework undertaken at HTC. In order to facilitate the efficient transfer of college credit from one institution to another, high school coursework will not be listed on the college transcript.

### **COURSE ARTICULATION AGREEMENT PROCEDURE**

1. Faculty from Hennepin Technical College (HTC) or faculty from another institution may initiate course articulation agreements.
2. Faculty from both institutions will collaborate to identify courses where there is a match, or a partial match, in content between the institutions.
3. Once specific courses have been identified, HTC will send a copy of the course outcomes for the identified course(s) to the cooperating institution.
4. If the content matches, or partially matches, the faculty from HTC and the cooperating institution must schedule a meeting to discuss the details, including the learner outcomes and course outcomes. If an agreement is reached, a High School articulation form may be completed.

### **Sunset**

Each agreement will sunset two years from the date the agreement was signed, unless renewed. It will be the responsibility of HTC faculty and cooperating institution faculty to sign renewal notices bi-annually. Any changes in the agreed upon content or learner outcomes during the year may terminate the agreement.

### **Duration of Student Agreement**

Students have five years to formally request a tuition waiver from the date the articulated course(s) was completed.

### **Issuing Tuition Waiver Certificates**

A certificate recognizing the awarding of the tuition waiver may be distributed by instructor or HTC faculty member at the high school, but the documentation required for awarding the waiver will be an official high school transcript from the student and signed articulation agreement on file with the Office of the Registrar.

### **Information**

Course information is available on the HTC website at [www.hennepintech.edu](http://www.hennepintech.edu).



## **STUDENT PROCEDURE FOR REDEEMING HIGH SCHOOL TUITION WAIVERS**

Students who have been granted a tuition waiver through high school articulation will have up to five years from the date the articulated course(s)/program was completed, with a grade of B or better, to use the tuition waiver for the articulated course(s).

### **Procedure**

- Student is admitted to and enrolls at HTC.
- Student registers for the articulated HTC course and notifies the HTC Registrar that they completed an articulated course in high school. Notification may take the form of presenting a tuition waiver certificate or a written request from the student or HTC faculty member.
- Student submits an official high school transcript that reflects a B or better grade for articulated course(s)/program, to the HTC Registrar.
- HTC Business Office reduces the tuition charges based on number of credits allowed by tuition waiver provisions of the articulation agreement. Participation in a partial credit articulation agreement may not under any circumstances modify the learning objectives, participation requirements or assessment criteria for a student.
- Student pays tuition for those course credits that are not part of the articulation agreement.
- Student attends and participates in entire HTC course and is responsible to fulfill the requirements of the syllabus in the same manner as any other student.
- Grade is issued for the HTC course and is recorded on HTC transcript.
- Tuition waiver is valid for five (5) years from date of issue, is only valid at HTC and it is not transferrable to other coursework.

### **Important Notes**

- A student is only eligible to receive a tuition reduction for the student's first attempted enrollment in an articulated course regardless of the grade earned or the student's completion of the course and may not be used for subsequent enrollments. The only exception will be if the student discontinued enrollment according to college policy during the add/drop period.
- Students cannot combine this waiver with other tuition waivers (such as dependent student tuition waiver) to create a credit balance. The sum of all institutional tuition waivers cannot exceed the cost of a course.
- This agreement does not imply that other colleges or universities will accept this course for college credit.



**HIGH SCHOOL TUITION WAIVER – ARTICULATION AGREEMENT**

**BETWEEN HENNEPIN TECHNICAL COLLEGE  
AND**

**Humboldt High School - St. Paul Schools**

(Cooperating Institution)

**Standards for Agreement**

The primary purpose of articulating courses with other institutions is to eliminate redundancy in coursework for students as they progress with their education. The success of this program will ultimately depend on the ability of both partners to sustain the articulation agreements over time. It is essential that faculty from both institutions be fully engaged in the articulation process.

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Students receive a tuition waiver at Hennepin Technical College upon successful completion of articulated courses that apply to their major. Students must receive a minimum grade of a B in articulated courses to receive a tuition waiver. The student's transcript will reflect the coursework undertaken at HTC. Tuition will be waived for the number of credits articulated by HTC.

**COOPERATING INSTITUTION**

Course #	Course Title
A)	Technical Video Production
B)	High School News Story Production
C)	
D)	

(Match)

**HENNEPIN TECHNICAL COLLEGE**

Course #	Course Title	# of Credits Articulated
MMVP 1600	Intro to Video Production	4

- **More than one course at another institution may be combined to meet the requirements of one HTC course.**
- **Use a separate agreement for each HTC course.**

This agreement must be renewed bi-annually and submitted to the HTC registration office in order to remain in effect. Students completing eligible coursework at the cooperating institution will be eligible to apply for an HTC tuition waiver for a period of 5 years from the completion of the coursework.

**Cooperating Institution Signatures**

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**Hennepin Technical College Signatures**

Instructor: Rich Oxley \_\_\_\_\_

Date: 1/16/18 \_\_\_\_\_

Dean: Donna S. Stubbell \_\_\_\_\_

Date: 1/18/18 \_\_\_\_\_

Provost: Carmen Coballos-Vega \_\_\_\_\_

Date: 1/18/18 \_\_\_\_\_